



Position: Senior Program Associate

Base Location: Karta Initiative India Foundation Office, Noida, Uttar Pradesh

KIIF's Office Location: B-33, Sector - 40, Noida, Uttar Pradesh, India

Employment Type: Full-time | Noida-based with extensive field travel across India

Duration of the Contract: 12 months (renewable based on performance review)

Experience Required: 5–10 years

Openings: Multiple

About Karta Initiative India Foundation (KIIF)

Karta Initiative India Foundation (KIIF) is committed to enabling talented young people from underserved backgrounds to access transformative higher education opportunities and build pathways to leadership. Through partnerships, mentorship and systemic engagement, KIIF aims to unlock potential and create equitable access to education and career pathways.

About the Role:

KIIF is seeking passionate, dedicated and committed individuals for the position of **Senior Program Associate** to lead and strengthen program implementation. The role offers an opportunity to work at the grassroots level and contribute to equitable education access for marginalized and underprivileged youth.

The position requires a strong blend of **program management, field leadership, team management, stakeholder engagement and youth mentorship**.

Key Responsibilities Areas:

- **Program Design, Implementation & Management**
 - Lead end-to-end program planning, execution, monitoring and evaluation.
 - Mentor youth and lead sessions on 21st-century skills, workplace readiness, academic exposure and career development.
 - Support students in 11th and 12th grades to prepare for competitive exams for various central and state universities, new age universities and quality public universities.
- **Mentorship & Scholar Development**
 - Design and manage structured mentorship frameworks for undergraduate scholars (2nd–4th year).
 - Engage external mentors from national and international universities, IISERs and research/STEM organizations.
 - Provide career guidance, counselling and exposure to academic and professional pathways.
- **Career Development & Partnerships**
 - Build and strengthen partnerships with research and educational institutions, universities, and organizations for internships and placements.
 - Align student aspirations, academic strengths and career goals with relevant opportunities.
 - Support job placements and career transitions for graduating scholars.



- **Stakeholder & Team Management**
 - Lead field teams and coordinate multi-location and multi-level program execution.
 - Build and maintain relationships with schools, universities, parents, community-based organizations (CBOs) and Panchayati Raj Institutions (PRIs).
 - Manage stakeholder engagement, communication and partnerships at the regional or state or national levels.
- **Program Operations & Grant Support**
 - Support fundraising, donor engagement and grant management in coordination with the Founder/CEO's Office.
 - Maintain documentation and reporting of field activities and outcomes.
- **Field Engagement**
 - Travel extensively to rural areas, with a minimum of **150 days annually**, to ensure on-ground program impact.
 - Take ownership of field implementation and continuous program improvement.
- **Other Responsibilities**
 - Take on additional duties and assignments as delegated by the supervisor or senior management, particularly during audits, organizational and program reviews or financial transitions.
 - Contribute to cross-functional collaboration and ensure systems are responsive to the evolving needs of the organization.

What we are looking for:

- **A Bachelor's degree in a STEM-related discipline is mandatory. Candidates must hold a strong undergraduate degree in a STEM field, including Mathematics, Physics, Chemistry, Biology, Engineering, or Technology, to be eligible to apply.**
- **A Master's degree or PhD in STEM, Public Policy, Development Studies, Education or a related discipline** is highly desirable. Candidates with a Master's/PhD in **English, Economics or Commerce** may also be considered.
- Experience mentoring youth aged 14–25 years or teaching in **relevant STEM disciplines** will be an added advantage, with **experience in higher education and/or working within the university ecosystem is highly preferred.**
- 5–10 years of progressive experience in program management, field program implementation, team management, stakeholder management, youth development, experience in handling complex problem solving, education, or nonprofit sector, including at least 2 years in field leadership or state-level program implementation.
- Non-social sector experience (corporate, consulting, think tanks, FMCG) will also be considered for candidates transitioning into the development sector.
- Strong experience in stakeholder management, team handling and complex problem-solving programs.



- Demonstrated ability to work with children and youth and a zeal to contribute to the education of underprivileged youth is strongly desirable.
- Strong values of compassion, integrity and resilience with exceptional people skills, multi-dimensional personality, go getters and entrepreneurial in nature.
- Firm belief in constitutional values of **secularism, equality and fraternity**.
- Has scientific temperament and critical thinking.
- Non-linear thinker, institution builder, action-oriented mindset with a hands-on approach.
- Has the mindset and capacity to turn empathy into action.
- Willingness to travel extensively to remote rural areas for a minimum of **150 days per year**, with minimal supervision. Travel Reimbursement: All official travel expenses reimbursed as per KIIF policy.
- Based in Delhi/NCR or willing to relocate.
- Long-term outlook and willingness to commit **3–5 years** to the organization.
- Excellent verbal and written communication, problem-solving and presentation skills.
- Can go beyond the call of duty and put the cause before self.

Compensation Offered:

The position offers a gross compensation in the range of Rs. 8 lakhs to Rs. 12 lakhs. The compensation offered to the selected candidate will be determined based on their qualifications, relevant quality experience and demonstrated competencies.

Medical Insurance Benefits:

Comprehensive medical insurance (Rs. 5 lakhs cover) for self, spouse and dependents (parents and children, if any), plus an accident policy (Rs. 5 lakhs cover).

Application Process:

If you are passionate about mentoring youth and creating meaningful impact in education, we would love to hear from you.

Apply here: Please fill the following form: <https://forms.gle/7KpAVv7cbPCkV6UMA>. Early applications are encouraged. We look forward to reviewing your applications and getting in touch with the most qualified candidates.

Deadline: Apply immediately.